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## Oracle HR Power User

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**Pre Requisite:** Obtain Oracle HR View All Access (ability to update and maintain Oracle HR Work Structures) in Oracle HR Production and Oracle HR Training Environments. Access is granted by your business Power User or Center of Excellence. Complete GE's Employment Data Privacy online training

**Duration:** 1 Day – 9 hours

**Audience:** Oracle HR Users including Power Users, Center of Excellence Agents etc... who input and maintain Oracle HR Work Structures directly in Oracle HR. This hands-on class is open to all authorized GE HR employees who input and maintain Oracle HR Work Structures directly in Oracle HR.

**Locations:** WebEx Meeting by Request  
Client Sites by Request

### What is Oracle HR Power User?

T&E's *Oracle HR Power User* teaches Oracle HR system use for Oracle HR Power Users or Center of Excellence Agents. The class is designed to introduce the various aspects creating and maintaining Oracle HR Work Structures and is offered by request only. Depending on need, additional Center of Excellence skills may also be added. The course incorporates GE specific practices and data to ensure the best possible result. The training encourages two-way information exchange that allows students to share their specific knowledge and best practices with others in GE. After class, students are well prepared to immediately put their new skills to work. Oracle HR View All access is required to participate.

Training and Education Associates, Inc  
61 Rowland Street, Suite 100  
Ballston Spa, NY 12020  
USA

[www.TrainingandEducation.com](http://www.TrainingandEducation.com)

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## Oracle HR Power User (continued)

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Oracle HR for Powers Users topics include:

### Overview

- What is Oracle HR?
- Applications Home Page
- Responsibility Levels
- Logging In/Logging Out
- Date Tracking
- Toolbar Options
- Oracle HR Terminology

### Location Work Structure

- Definition
- Creating New

### Organization Work Structure

- Definition
- Creating New
- Changing an Organization or HR Manager
- Cost Centers
- Creating New
- Opening Corporate Kintana Tickets
- Inbound Team
- Outbound Team

### Organization Work Structure (continued)

- Changing Name of
- End Dating
- Parent Organization Change

### Job Work Structure

- Definition
- Creating New
- End Dating
- Adding a valid grade
- End dating a valid grade

### Grade Work Structure

- Definition
- Creating New
- End Dating
- Adding a new local band
- Ala carte Topics (additional charges may apply):
- Assigning Oracle HR and WebIntelligence Security
- GE Security Role Model
- Deleting an Employee Record from Oracle HR
- Using WEB ADI for mass uploads

*\* This course is offered on a request only basis to Power Users and Center of Excellence Agents. Ala carte topics may require additional training preparation time and close coordination with your business for trainer access to your businesses Oracle data (test environment only) and agenda finalization.*